

State of Tennessee Department of  
Children's Services (DCS)  
Records Retention  
Alphabetical Order by Record Series  
Title

Education Records

RDA Number   Records Title and Description

2881            Closed DCS-Residential Treatment Facilities (YDC, GH, TPS) Education  
Records Approved: June 7, 2001

A COLLECTION OF DOCUMENTED EDUCATIONAL INFORMATION ON A CHILD NO LONGER IN CUSTODY, INCLUDING TRANSCRIPT, GED CERTIFICATE, DIPLOMA, REPORT CARDS OR VOCATIONAL CERTIFICATES, DIRECTORY INFORMATION, SPECIAL EDUCATION CENSUS, TCAP (COMPETENCY TEST, TERRA NOVA ACHIEVEMENT TEST, WRITING ASSESSMENT, END OF COURSE EXAMS, GATEWAY EXAMS), ACT OR SAT ASSESSMENT AND ACT WORK KEYS SCORE REPORTS AND ACHIEVEMENT TEST ADMINISTERED BY DCS FOR DCS GRADUATES (ANY TYPE DIPLOMA) AND FOR YOUTH WHOSE LAST SCHOOL PLACEMENT WAS A DCS DEPARTMENTAL TREATMENT FACILITY.

Disposition   THE FILES ARE TO BE CUT OFF AT THE CHILD'S 22ND BIRTHDAY THEN, MICROFILM. AFTER VERIFICATION OF MICROFILM, PAPER WILL BE DESTROYED. MAINTAIN COPY OF MICROFILM IN CENTRAL OFFICE (EDUCATION SERVICES DIVISION) PERMANENTLY.

2870            Closed DYD Youth-Education Master File  
Approved: June 7, 2001

JUVENILE JUSTICE CHILD FILES CONTAINING EDUCATION RECORDS, FORMERLY MAINTAINED BY THE DEPT. OF YOUTH DEVELOPMENT (DYD), THAT CLOSED BETWEEN 10/01/93 AND 06/30/96 AND ARE CURRENTLY STORED AT VARIOUS DCS OFFICES, YOUTH DEVELOPMENT CENTERS (YDC), AND GROUP HOMES (GH).

Disposition   THE FILES ARE TO CUT OFF AT YOUTH'S 22ND BIRTHDAY THEN, MAINTAIN IN AGENCY SEVEN (7) YEAR(S); THEN DESTROY.

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Children's Services (DCS)  
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Education Records

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2917            Closed TPS (January 1, 1920-June 30, 1996) Education Records  
Approved: July 15, 2002

A COLLECTION OF DOCUMENTED EDUCATIONAL INFORMATION FOR THE PERIOD 1/1/1920-6/30/1996. ON A CHILD NO LONGER IN CUSTODY, INCLUDING TRANSCRIPT. GED CERTIFICATE. DIPLOMA, REPORT CARDS OR VOCATIONAL CERTIFICATES, DIRECTORY INFORMATION. SPECIAL EDUCATION CENSUS, TCAP, ACT OR SAT ASSESSMENT AND ACT WORK KEYS SCORE REPORTS, AND ACHIEVEMENT TESTS ADMINISTERED BY TPS FOR DCS GRADUATES OR STUDENTS WHOSE LAST SCHOOL PLACEMENT WAS TPS.

Disposition    THE FILES ARE TO BE CUT OFF AT THE CHILD'S 22ND BIRTHDAY THEN, MICROFILM. AFTER VERIFICATION OF MICROFILM, PAPER WILL BE DESTROYED. MAINTAIN COPY OF MICROFILM IN CENTRAL OFFICE (EDUCATION SERVICES DIVISION) PERMANENTLY.